

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES

Wednesday, February 26, 2020

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, February 26, 2020** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at **2:01 pm**

ROLL CALL

Board members present (5):

Springfield: Pam Blackorby, present
Tad Huskey, present
Lisa Kaigh, present

Chicago: Karla Schreiber, present via telephone
Jessica O'Leary, present

Other staff: Eileen Baumstark-Pratt, Acting State Purchasing Officer, present
Kathy Leiser, Board Secretary, present

Karla Schreiber, Chairperson asked the Board to review and approve the **Thursday, February 13, 2020** Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. The minutes were **inadvertently** not included in the packet **provided** to **some members of** the board, so they will be reviewed and approved at the next meeting.

Old Business

Karla Schreiber, Chairperson asked if there was any old business to report.
No old business was presented.

New Business

Item #1: Additional Mitrtech TeamConnect Names user Licenses with Maintenance

Eileen Baumstark-Pratt, Acting State Purchasing Officer, explained The Chief Technology Officer has submitted a request to purchase additional user licenses for our Team Connect case

management system application. IT staff is seeking to purchase 125 additional named user licenses that will include maintenance and support for 12 months.

We recommend that a contract with Mitrastech is executed for \$305,000.00 for licenses and maintenance.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Item #2: IVAA Meeting Rooms and Sleeping Rooms

Eileen Baumstark-Pratt, Acting State Purchasing Officer, explained the IVAA training will be held June 23-25, 2020. The Director of Violent Crimes Victim Assistance has requested the purchase of meeting room space for forty people, audiovisual equipment, and sleeping rooms for staff, speakers, and attendees in the Springfield area for an Illinois Victim Assistance Academy.

Training and conference staff reached out to eleven (11) local hotels for pricing and availability, the only hotels that responded were Crowne Plaza, Northfield Inn & Suites, Abraham Lincoln Doubletree and Wyndham Hotel.

Based on the availability and cost information we received, we recommend contracting with the Crowne Plaza provided the lowest quote, they are ADA accessible, and are registered with the Illinois Comptroller's Office as a vendor. The total overall cost of for the meeting and sleeping rooms is \$14,717.52.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment were received.

Adjournment:

There being no further business to come before the PPCMB Board, Lisa Kaigh moved and Tad Huskey seconded that the meeting be adjourned.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Jessica O'Leary, Tad Huskey, Lisa Kaigh.

The meeting adjourned at **2:06 pm**.